



Surrey Special Educational Needs Ski and Outdoor Learning (SPENSOL)

Charity Registration number 1165674

Privacy Notice: Participants in Activities

It is important that you understand and are happy with how we use your information.

Please take time to read this Privacy Notice in full.

SPENSOL is a charity whose purpose is to enable young people with special needs in Surrey special schools (and, by exception, elsewhere) to take part in an annual special needs ski trip.

Whose data do we need?

- a) All who take part in the Special Needs Ski Journey, including participants and staff.
- b) *Other people who have asked to be kept informed or involved with the work of the charity.*

What we do with your personal data?

We use your personal data to help us organise the ski journey and to ensure all of the activities can be managed as safely as possible within the context of an adventure activity. We can do this because we have a legitimate interest in knowing who is participating in our activities and in being able to share with them details of our activities. Additional optional information, such as agreement for photographic and video images to be taken, we only keep and use with your consent. We will ask for this separately.

Your right to withdraw consent at any time.

You can tell us that you no longer wish us to use your data in this way and, if you do, we must stop using it as soon as is reasonably practical.

Your right to require the erasure of your data (right to be forgotten)

If you no longer wish us to have or use your data you can tell us to remove your data completely from our records and we must do so as soon as is reasonably practical.

Who gets to see your personal data?

Your personal data is stored appropriately and will only be shared with other people when it is necessary to do so in order for us to run our activities efficiently, safely and in the way that you would like. We share some of this data with Surrey Short Breaks for Disabled Children, who assist us. We must also provide our tour operator with the names and ages of participants but not addresses.

We do not share your data with anyone else.

How long do we keep your personal data?

We keep your personal data from the time you ask to join the next ski trip. We will ordinarily keep your data for up to two years although we will keep a list of attendees (names only) as a record for the charity. In the event of an incident or accident we will be required to keep data for longer than this.

The existence of each of your rights

Under the General Data Protection Regulation you have the following rights:



- a) to be told about what data we have, how and what we use it for, and who we share it with (as we are doing in this Privacy Notice);
- b) to be given access to your personal data;
- c) to have any errors corrected or incomplete data completed;
- d) to stop us using your data if you think our use is unjustified or the data are inaccurate.

Your legal obligation

You are under no legal obligation to give us your personal data if you do not wish to, however, we would not be able to include a participant on the trip without such crucial information.

The existence of automated decision making, including profiling

The Charity does not use computers to analyse your data in order or make computer decisions about what communications the charity should, or should not, send to you.

The right to complain to the UK Information Commissioner's Office:

if you are dissatisfied with the way that the Charity is collecting, holding, processing and using your personal data you are entitled to complain to the Information Commission.

The full Data Protection Policy can be seen at www.spensol.org

Identity and contact details of the controller.

The Charity's Data Controller is the Chairman of the SPENSOL Board of Trustees

The Controller can be contacted via: The Chairman,
SPENSOL,
19, Bell Meadow,
Godstone,
RH9 8ED

Phone: 07768 883686

e-mail: trip-info@spensol.org